

FUNCTIONS

Basic School

The Chief, Basic School, under the general direction of the Director, shall:

1. Develop, coordinate and conduct:
  - a. Introductory, intermediate and advanced courses for clerical, stenographic and typist personnel.
  - b. General and specialized administrative courses concerning the techniques and procedures pertinent to support assignments in headquarters and overseas.
  - c. Courses for executive and supervisory personnel, concerning management principles and techniques and their application.
  - d. Basic orientation courses relating to clandestine activities and the intelligence process.
  - e. Courses for the training of instructors and others concerning recommended methods and techniques of instruction and the use of training aids.
2. Provide general orientation and indoctrination for newly employed Agency personnel; briefings for new senior Agency personnel, Service Attachés and others; and lectures and presentations outside the Agency as required.
3. Provide, in conjunction with the Assessment and Evaluation Staff, for the necessary testing and evaluation of students, courses and training results.